

BUILDING/PLANNING TECHNICIAN I
BUILDING/PLANNING TECHNICIAN II

DEFINITION

To perform a variety of clerical and technical duties in support of the services and activities of the Community Development Department; review permit applications, plans, and supporting documents for completeness, sufficiency of information, conformance with legal standards, and compliance with City requirements; to receive, log, and complete general permit processing procedures including distribution of building plans for plan checking; to perform routine plan checking for Planning Commission conditions; and to perform general office duties in support of assigned function.

DISTINGUISHING CHARACTERISTICS

Building/Planning Technician I -- This is the entry level class in the Building/Planning Technician series. This class is distinguished from the Building/Planning Technician II by the performance of the more routine tasks and duties assigned to positions within this series and in that employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience and work under immediate supervision while learning job tasks. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

Building/Planning Technician II: This is the full journey level class within the Building/Planning Technician series. This class is distinguished from the Building/Planning Technician I by the assignment of the full range of duties assigned to the class. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Building/Planning Technician I

Receives immediate supervision from the Chief Building Official.

Building/Planning Technician II

Receives general supervision from the Chief Building Official.

May exercise technical and functional supervision over assigned clerical staff and less experienced staff.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Conduct permit processing; review building permit applications, plans, and supporting documents for completeness, sufficiency of information, conformance with legal standards, and compliance with City requirements; answer questions and provide information to the public and applicants; input information into computer system; route information to appropriate City departments.

Perform general administrative duties in support of the Community Development Department including for the Building Division and the Planning Division; establish and maintain filing systems; create and modify forms as necessary; type and proofread a wide variety of reports, letters, memoranda, correspondence, and statistical charts; assist in budget preparation; answer questions and provide information to City staff, the public, and outside agencies related to area of assignment.

Coordinate assigned front counter support functions or other specialized operations; recommend improvements in work flow, procedures, and use of equipment and forms; provide training to assigned staff; participate in maintaining inventories of supplies and forms.

Conduct building permit reviews for routine building permits; review building permit fees; verify address on new projects; complete planning and building site review approval process on site plans for production homes; review and approve plans and accompanying documents on over-the-counter permits.

Perform routine plan checking for Planning Commission conditions including plan checks for single family plans.

Perform review coordination between departments and serve as designated coordinator for specific projects.

Assign addresses to commercial and residential buildings; receive residential subdivision exhibits, verify street name approval, and assign addresses for each lot; prepare and distribute address list and exhibit to applicable City departments, outside agencies, and applicants; maintain base grid map; process change-of-address requests.

Prepare project fee estimates; calculate and produce fee estimates on residential homes, apartment buildings, tenant improvements, and other projects requiring building permits; calculate and produce fee estimates on new commercial projects.

Compile data and prepare reports and summaries related to assigned activities including those for City Council, outside agencies, other City departments, and other agencies as required.

Perform related duties as assigned.

QUALIFICATIONS

Building/Planning Technician I

Knowledge of:

Modern office procedures, methods, and equipment including computers and standard word processing and spreadsheet applications.

Principles and procedures of record keeping.

English usage, spelling, grammar, and punctuation.

Basic mathematical principles.

Ability to:

Learn City ordinances, codes, and regulations pertaining to assigned area of responsibility including those pertaining to permit approval.

Learn City government organization, functions, and policies.

Perform a full range of office and clerical support duties and tasks.

Type at a speed necessary for successful job performance.

Respond to requests and inquiries from the general public.

Operate and use modern office equipment including a computer and standard software packages.

Perform mathematical calculations including addition, subtraction, multiplication, and division.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of clerical experience, preferably in the building or construction industry.

Training:

Equivalent to the completion of the twelfth grade.

Building/Planning Technician II

In addition to the qualifications for Building/Planning Technician I:

Knowledge of:

Organization, procedures, and operating details of the Community Development Department including the planning and building divisions.

City government organization, functions, and policies.

City ordinances, codes, and regulations pertaining to assigned area of responsibility including those pertaining to permit approval.

Customer service techniques, practices, and principles.

Business letter writing and basic report preparation.

Ability to:

Perform responsible and difficult specialized clerical and technical work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City and of outside agencies as necessary to assume the assigned responsibilities.

Understand and explain City policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff.

Review documents for accuracy and completeness.

Respond to a wide variety of requests and inquiries from the general public.

Organize and prioritize tasks in an effective and timely manner.

Adapt to a changeable and fast-paced working environment.

Set up and maintain a variety of files and records.

Work cooperatively with other departments, City officials, and outside agencies.

Work independently in the absence of supervision.

Experience and Training Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eighteen months to two years of experience performing duties similar to the Building/Planning Technician I in the City of Rocklin.

Training:

Equivalent to the completion of the twelfth grade.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in an office environment.

TYPICAL PHYSICAL REQUIREMENTS

On an intermittent basis, sit at a desk or stand at a counter for long periods of time; intermittently walk, stand, bend, squat, twist, and reach while retrieving and/or returning files, plans, and other documents. Perform simple grasping and fine manipulation. Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment. Use a telephone to communicate verbally and use a keyboard to communicate through written means, review information, and enter/retrieve data. See and read characters on computer screen. Lift light weights. Maintain mental capacity which allows for effective interaction and communication with others.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Bldg-Plng Tech I-II

ADOPTED 7/00

CAT: CLERICAL

FLSA: NON-EXEMPT

I – POSN: 00099

II – POSN: 00078